

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

November 5, 1999

NWM 01.00

**MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Bimonthly Records and Information Discussion Group (BRIDG) Meeting on December 7, 1999.**

The Modern Records Programs of the National Archives and Records Administration (NARA) will host the next BRIDG meeting on December 7, 1999, from 10:00 a.m. to noon, in Room 105 of the National Archives Building, 7<sup>th</sup> and Pennsylvania Avenue, NW, Washington, DC. As an interim step until the records appraisal and scheduling reinvention project is completed, NARA intends to make interim improvements to our process for approving records schedules. The purpose of the meeting is to describe our plan and receive feedback from agency staff. The meeting will also include a discussion of the NARA "Best Practices in Records Management" awards, and provide information about the process through which a Federal agency can nominate all or a portion of its program for this award.

NARA proposes four target areas for interim improvements:

- (1) Improve the Management of Schedules Received by NARA
- (2) Improve Communications with Customers
- (3) Improve the Quality of Incoming Schedules
- (4) Identify Ways to Reduce the Scheduling Burden on Agencies and NARA

Specific questions and further information about the discussion will be posted one week before the meeting on NARA's records management web page at <http://www.nara.gov/records/bridg.html>

Enrollment is limited to 60 participants. To reserve a place for the BRIDG meeting, please provide your name, telephone number, and number of attendees to Susan Sallaway on 301-713-7110, extension 241, (or e-mail [susan.sallaway@arch2.nara.gov](mailto:susan.sallaway@arch2.nara.gov)), no later than November 30, 1999.

MICHAEL L. MILLER

Director

Modern Records Programs